



AGENDA
Committee on Personnel
Wednesday, February 3, 2016 @ 4:00 p.m.
10th Floor Conference Room, City Hall

Councilmember, Jessica Yorko, Chair
Councilmember Judi Brown Clarke, Vice Chair
Councilmember Patricia Spitzley, Member
Councilmember Jody Washington, Member

1. Call to Order

2. Roll Call

3. Approval of Minutes

- September 21, 2015

4. Public Comment on Agenda Items

5. Discussion/Action:

- A. RESOLUTION - City Council Internal Auditor Temporary Contract
- B. City Council Internal Auditor Position

6. Adjourn



MINUTES
Committee on Personnel
September 21, 2015 @ 2:30 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 2:33 p.m.

ROLL CALL

Council Member Judi Brown Clarke, Chairperson
Council Member Tina Houghton, Vice Chairperson
Council Member Kathie Dunbar, Member- arrived at 2:41 p.m.
Council Member Jessica Yorko, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Ashley Banks, HR Hiring Specialist- left at 2:45 p.m.

MINUTES

MOTION BY COUNCIL MEMBER HOUGHTON TO APPROVE THE MINUTES FROM JULY 27, 2015. MOTION CARRIED 3-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

DISCUSSION/ACTION

Interviews

Council Member Brown Clarke outlined the interviewing process and the Committee determined the rotation of questions. Ms. Banks handed out an *Interview Briefing* breakdown.

Christine Klaver

Introductions and then the Committee asked the interview questions in order followed by answers and examples. "Competency: Administrative", "Effective Communication", "Problem Solving". Council Member Dunbar asked a follow up question: "When there was a time when you or your supervisor disagreed with what should come first?", "Teamwork". Ms. Klaver asked one question pertaining to the working relationship between this position and Council Members. It was noted to her that the Office Manager is to determine the priorities. Council Member Dunbar added that things will go thru the Council President, then the Office Manager, and if someone comes to them directly they should question it with the office manager.

DRAFT MINUTES

Council Member Brown Clarke outlined the next steps, noting all applicants should hear something by October 2, 2015, and then the resolution for hiring will be in front of City Council on October 12, 2015.

Madeline Dasen

Introductions and then the Committee asked the interview questions in order followed by answers and examples. "Competency: Administrative", "Effective Communication", "Problem Solving". Council Member Dunbar asked a follow up question: "When there was a time when you or your supervisor disagreed with what should come first?", "Teamwork".

Ms. Dasen asked who was in the office full time, if they were all open to daily communications and what is the meeting dates. Council Member Houghton confirmed to her that Council are elected officials working part time with other full time jobs, assuring her that the Office Manager is full time along with the Internal Auditor. The Council Members can be reached 24/7. Lastly meeting days were provided.

Council Member Brown Clarke outlined the next steps, noting all applicants should hear something by October 2, 2015, and then the resolution for hiring will be in front of City Council on October 12, 2015.

Courtney Vincent

Introductions and then the Committee asked the interview questions in order followed by answers and examples. "Competency: Administrative", "Effective Communication", "Problem Solving". Council Member Dunbar asked a follow up question: "When there was a time when you or your supervisor disagreed with what should come first?", "Teamwork".

Ms. Vincent asked what strong attributes any candidate can bring to the position. Council Member Brown cited professionalism, communication, and working directly with the office manager who will delegate. Council Member Dunbar added ability to have a good sense of boundaries, dealing with conflicting deadlines, and the ability to say no. Council Member Yorko concluded by adding customer friendly component, and organization; communication with supervisor.

Ms. Vincent gave details on a time marked agenda with audio from her previous government entity the Committee was interested in pursuing.

Ms. Vincent asked each Council Member what drew them to be a Council Member, and then added her interest in working in government.

Council Member Brown Clarke outlined the next steps, noting all applicants should hear something by October 2, 2015, and then the resolution for hiring will be in front of City Council on October 12, 2015.

Ms. Vincent left the interview and the Committee began scoring the applicants.

Ms. Vincent

Administrative- 5

Effective Communication – 4.5

Problem Solving – 5

Teamwork – 4.5

TOTAL - 19

DRAFT MINUTES

Ms. Dasen

Administrative- 3
Communication – 3.5
Problem Solving – 4.5
Teamwork – 4
TOTAL- 15

Ms. Klaver

Administrative –2
Communication-3
Problem Solving- 3
Teamwork-4
TOTAL - 12

The Committee then determined that the final rankings would be:

- #1 – Ms. Vincent
- #2 – Ms. Dasen
- #3 – Ms. Klaver

The tally documents will be forwarded to HR by Council Staff on Tuesday, September 22, 2015.

ADJOURN

The meeting was adjourned at 5:20 p.m.
Submitted by, Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee on_____.

BY THE COMMITTEE ON PERSONNEL
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, with the retirement of the City Council's Internal Auditor, the City Council is in need of temporary assistance to continue to timely fulfill its duties and obligations per the City Charter; and

WHEREAS, the Committee on Personnel met on Wednesday, February 3, 2016 and determined that the recently retired Internal Auditor can return and assist City Council on a temporary basis starting February 9, 2016 and working thru May 31, 2016; and

WHEREAS, the Internal Auditor will work 16 hours a week under contract performing tasks temporarily in the capacity of Internal Auditor within the constraints of the current FY2015/2016 budget.

THEREFORE BE IT RESOLVED, the Lansing City Council hereby approves entering into a temporary contract with James DeLine for temporary services in the position of the Internal Auditor on the execution of a contract for a period mentioned above.